Meeting Minutes

Wednesday, April 7, 2010

**Attendees** - Paula Koch, Jenny Stone, Mollye Faulkner, Cami Bowler, Diane Marsh, Joe Welch, Joel Knadler

**1. Paula joined our group!** Discussed whether or not students would be getting assigned multiple extended learning projects in one quarter (if they are in Spanish, Band and Shop at the same time.) While possible, we determined multiple projects should not overwhelm students.

**2. Review of previous meeting's minutes.**

* Add points to rubrics for completing project on time
* Create a timeline that is posted where students can track their own progress toward project completion
* Allow students to work individually or in groups
* After project due date, survey students (this could be the same survey for ALL classes)
* Teach kids how to use rubrics effectively/correctly

**3. Discussion regarding assessment of our projects.**

* Compare same group of students between subjects to analyze participation (ex. same kids/different class/different percentage of project completion)
* Create a survey to assess student opinion of project - to be used for all subject areas (use clickers with PowerPoint)
* Add a page to Wiki for our Rubrics, all will post their rubrics here.
* Discussed rubrics for a project of their choice.
* Student involvement in rubrics - designing their own rubrics, evaluating their project before turning it in using the rubric
* Reflection piece for all students to evaluate their learning process - this component is a large part of grade

**4. Updated calendar with future agenda items.**

**5. New page on our Wiki, Helpful Documents and Websites.** Diane added teacher resources here.

**6. Project Planning Forms.** Diane passed out forms that can be used to help us plan our projects.

**Next Meeting Focus:** 1. Bring revisions made to rubrics and projects in order to share

with group.

2. Bring ideas on how to teach students to use rubrics.

*Joe will facilitate the next collaborative meeting.*

**Schedule of PLC meetings/facilitators:**

April 14 – Individual work time to post to Wiki and make revisions to projects and rubrics

April 28 – Joe Welch, share revisions made during individual work time, discuss how to

teach kids to use rubrics

May 5 – Jenny Stone, share survey results from students, discuss the percentage of

students completing projects

May 12 – Mollye Faulkner, undetermined

May 19 – Diane Marsh, Winter Festival, come prepared.